

### PROJECT REPORT FORM (PRF)

Waiākea High School Key Club 2023-2024

**PROJECT NAME:** PTP Walk-a-Thon

**LOCATION:** Ken Yamase Memorial Stadium

**DATE:** 09/18/24 **TIME:** 11:43 **to** 12:13

**CHAIRPERSON** Kaison Malson and Kaulana Glasgow **ADVISOR:** Mrs. Sato

**CONTACT INFO:** \_\_\_\_\_ **PROJECT ATTIRE:** \_\_\_\_\_

PHONE NUMBER      PHONE NUMBER

**NOTES:**

<b>K-Family</b>	<input type="checkbox"/>	<b>Kiwanis Sponsor Event</b>	<input type="checkbox"/>	<b>Division Project</b>	<input type="checkbox"/>	<b>Major Emphasis</b>	<input type="checkbox"/>	<b>Interclub</b>	<input checked="" type="checkbox"/>
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**CHAIRPERSON(S)' CHECKLIST: (CHAIRS RECEIVE 1 HOUR IF THESE RESPONSIBILITIES ARE MET)**

- \_\_\_\_\_ Make sure that a sufficient/required number of members are signed up for the project, the day before the project.
- \_\_\_\_\_ *\*If more than twenty members are required to sign up for the project, use another sheet; BE ORGANIZED.*
- \_\_\_\_\_ Pick up the PRF from the clipboard in Mrs. Sato's Room (Q-201)
- \_\_\_\_\_ Contact EVERY member signed-up **and** the ADVISOR by 8:30pm the day before the project; remind when, where, what to bring and wear; **ask for REPLY.**
- \_\_\_\_\_ Sign-in and sign-out each attendee, at the project.
- \_\_\_\_\_ Complete the rest of the PRF: total the hours for each member (to the nearest 0.25 hour), complete checklist at bottom & provide an evaluation of the project. **CHECK YOUR MATH!!**
- \_\_\_\_\_ Submit the PRF to the website, NO LATER THAN 1 WEEK after the project.
- \_\_\_\_\_ Be prepared to report about the project, at the following General Membership meeting.

#	MEMBER'S NAME	GR.	CONTACT #	TEXT?	E-MAIL	SIGN-IN	SIGN-OUT	HRS.
1	Kaison Malson	10						0.5
2	Kaulana Glasgow	10						0.5
3	Jamie Labasan	11						0.5
4	Nova Stickley	11						0.5
5	Ethan James Matsumura	9						0.5
6	Kailani Kawamoto	9						0.5
7	Rayne-Ann Kusano	11						0.5
8	Skyler Beasley	10						0.5
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

<u>FUNDS</u>	<u>PROJECT</u>	<u>HOURS</u>	<u>SCRAPBOOK</u>		
<b>Raised:</b>	<b>Who was the project done with?</b>	<b>Total Members:</b>	<b>Pictures?</b>		
		8	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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<b>Spent:</b>		<b>Total Hours:</b>	<b>Flyers, Brochures, etc?</b>			
		4		Yes		No

**PROJECT EVALUATION:** What preparation was involved? What was done at the project? Was the project successful? Should we do the project again? Please feel free to add any other information. Please write on the back of this paper! ☺